

APPENDIX E-304 P

SPECIAL PROGRAM REQUIREMENT PRINTOUTS

1. PURPOSE

This appendix is applicable to chapter 58 and prescribes procedures for manual processing of Special Program Requirement (SPR) statistical printouts, appendices F-4, F-5 and F-6. The reports are produced on a monthly basis, by computer, and pertain to receipt, processing and requisitioning of SPRs. DSCs will review and analyze the printouts to facilitate the preparation of both internal and external reports required for program management purposes.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix F-4, SPR Forecasts (Support Date Last Month) vs P Coded Requisitions.
- b. Appendix F-5, SPR Response Codes and Changes.
- c. Appendix F-6, Dollar Value of SPR Forecasts for 2 Years.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Directorate of Supply Operations (DSO).

4. PROCEDURES/INSTRUCTIONS

DSO will receive two copies of the F-4, F-5 and F-6 Printouts and process as follows:

a. F-4 Printout:

(1) Summarize and analyze statistics provided to evaluate authenticity of SPR forecasts in relation to P coded requisitions received. Computation of forecast demand is based on SPR forecasts vs P Coded Requisitions recorded in the Forecast SPR Record.

(2) Prepare reports, or portion of reports to facilitate preparation of external or other reports required by the DSC for Program Management purposes as specified in current DSC procedures.

(3) One copy of the F-4 Report is furnished to DLA and one copy to each Army Class Manager serviced by the DSC.

b. F-5 Printout:

(1) Analyze statistics provided to determine cause of rejections to SPR forecasters and determine reasons for unusual increases, decreases and cancellations to original forecasts.

(2) Utilize recorded statistics for comment when required to contact the forecaster to discuss reason original forecasts did not contain firm requirements.

(3) Prepare reports, or portion of reports, of significant changes in SPR forecasts, to facilitate preparation of external or any other report, required by the DSC for program management purposes in accordance with current DSC procedures.

c. F-6 Printout:

(1) Review and analyze the number and dollar value of outstanding SPRs for purpose of determining funding ability to support forecast requirements.

(2) Prepare reports, or portion of reports, applicable to funding ability or budget forecasts. To facilitate external or any other report required by the DSC for program management purposes in accordance with current DSC procedures.

d. F-4, F-5 and F-6 Printouts will be disposed of after they have served the purpose for which they were produced.

5. FLOW CHART

Flow chart not required.